

POLICE CHIEF

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M180

GENERAL DESCRIPTION OF DUTIES

This position is appointed by the Mayor and Council and is responsible for general administration and for planning, organizing directing, and evaluating the Police Department. The Police Chief assures the preservation of public peace, protection of the rights of persons and property, the prevention of crime, and the enforcement of all laws and ordinances. Additionally, the Police Chief is responsible for the external affairs of the Police Department in working with other City departments, other law enforcement agencies, representatives of the criminal justice system, and community groups. Finally, the Police Chief makes recommendations to the Mayor and Council through the City Manager regarding the resources necessary to successfully achieve Police Department objectives.

SUPERVISION RECEIVED

This classification works under broad policy directives and guidelines established by the Council, with general direction from the City Manager.

SUPERVISION EXERCISED

Supervision is exercised over all Police Department members through subordinate managers and supervisors, and the Chief may assume command of any major situation or emergency occurrence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Develops, revises, and implements Police Department policies and procedures to provide effective law enforcement services to the community.
2. Develops Police Department goals and objectives to achieve Council goals, and evaluates the Department's accomplishment of state's goals.
3. Plans, organizes, and directs Police Department operations with respect to personnel and equipment. Participates in labor contract negotiations and administration including the implementation of contracts, and administration of other personnel areas including promotion and discipline matters. Evaluates the performance of Department personnel, and administers training and career development programs for Police Department personnel.
4. Enforces, through subordinate officers, federal laws, Oregon statutes, and city ordinances within the City.
5. Reviews and analyzes Police Department programs, activities, and resources to direct the preparation of the annual budget, approve and monitor expenditures; takes the necessary steps to maintain operational readiness and improve the Police Department.

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6. Meets with officials, public safety agencies, City departments, citizens, and community groups regarding Police Department matters; and addresses groups regarding the activities and programs of the Police Department to explain and promote public understanding.
7. Performs public relations duties, including public speaking and communication with media representatives. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
8. Plans responses to prevent incidents, assumes direct command of major planned tactical response and major emergency situations, supervises command staff, and coordinates Police Department responses for disasters, search and rescue, and any major crime operation requiring the presence of the Police Chief.
9. Performs work in accordance with federal and state employment laws, and City policies and procedures.
10. Attends law enforcement conferences, conventions, and other educational meetings to maintain professional currency regarding law enforcement methods and administration.
11. Follows all safety rules and procedures established for work areas.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Considerable knowledge of modern law enforcement and crime prevention procedures, practices and methods.
- Thorough knowledge of modern leadership, management, and supervisory principles and practices.
- Considerable knowledge of police administration, modern patrol techniques, criminal investigation, and the criminal justice system.
- Considerable knowledge of the principles of public administration with reference to departmental personnel and budget administration.
- Considerable knowledge of firearm use and safety precautions.
- Knowledge of federal and state laws, City ordinances, and court decisions pertinent to law enforcement and public administration.
- Knowledge of public personnel administration, including employee and labor relations.
- Knowledge of community agencies, which can assist or supplement the services of the Police Department.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving.
- Knowledge in use of force laws and procedures, and defensive tactics methods and techniques.

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- Knowledge in officer safety techniques and practices.

Skills

- Advanced skill in applying leadership principles to create a vision for the community and Police Department; and applying management principles to plan, assign and direct work.
- Advanced skill in analyzing a variety of complex problems and issues, and recommending possible avenues of resolution.
- Advanced skill in establishing and maintaining effective working relationships with elected officials, members of the public, colleagues at the City, employees and other diverse groups.
- Advanced skill in effective communication (written and oral).
- Skill in negotiating and mediating to resolve conflicts and achieve effective solutions.
- Skill in expressing ideas effectively in writing and orally, including skill in public speaking and responding to questions or issues in a public forum.
- Skill in emergency vehicle operation, tactical driving techniques and defensive driving techniques.
- Skill in defensive tactic methods and techniques.
- Skill in utilizing officer safety techniques and practices.
- Skill in the use and care of firearms and other defensive equipment.
- Skill in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.

Abilities

- Ability to communicate effectively with the public, members of outside agencies, and employees.
- Ability to project a professional image while managing changing demands on time, skills and resources.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Ability to foster positive interaction between the community and the Police Department.
- Ability to make formal presentations in a variety of public meetings, and participate in public committee meetings.

EXPERIENCE, TRAINING AND EDUCATION

Any equivalent combination of education and experience that demonstrates the knowledge and skills is qualifying. A typical way to qualify would include a minimum of ten years experience in public safety with five years of increasingly responsible command experience in an agency serving the needs of a similar or larger size city (25,000 population), graduation

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from the National Academy, and a Bachelor's degree in criminal justice, public administration, or a related field.

SPECIAL REQUIREMENTS/LICENSES

Possession of Department of Public Safety Standards and Training (DPSST) Management Certificate or equivalent at time of appointment, and Executive Certificate within one year of appointment per requirements established by DPSST. Valid driver's license is required along with acceptable driving record.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

A Master's Degree in Public Administration or related field and experience with a CALEA certified agency is desired.

PHYSICAL AND MENTAL DEMANDS

Performing the duties of this position require sitting, communicating, reaching, manipulating objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, police-related equipment, and motorized vehicles.

Mental demands require decision making, interpersonal interactions, teamwork, customer service, mentoring, reading/writing/speaking/understanding English, training and supervision, negotiation, problem analysis, presentations, use of discretion, basic and advanced math, and independent judgment and/or action. Reasonable accommodation will be provided to otherwise qualified individuals with known disabilities.

WORKING CONDITIONS

Work locations are primarily indoors. May be exposed to other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol, or who have communicable diseases. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 02/00

Revised: 05/01

Revised: 12/01